

## CHAPTER 44 PROFESSIONAL/TRADE DUES DEDUCTIONS

[Prior to 5/12/04, see 701—Ch 204]

**11—44.1(70A) General provisions.** The state of Iowa may grant eligible professional/trade associations the right to receive dues deductions from state employees through payroll deduction upon presentation of dues deduction authorization forms signed by state employees.

**11—44.2(70A) Qualifications.** To qualify to receive dues deductions, an association must have and maintain 100 members or more who are state officers or employees participating in either the centralized payroll system or the department of transportation payroll system. For purposes of meeting the minimum requirements, the association cannot count the enrollment of state officers or employees participating in similar programs that have been authorized by existing Iowa Code sections, by collective bargaining contracts, or by the appropriate governing authority. An association seeking to be qualified must supply officials in charge of each affected payroll system with an alphabetized, certified list of the state employees and their social security numbers for whom dues deductions are being requested. The type of dues being requested and the amount and frequency of the deduction must also be noted.

**11—44.3(70A) Forms.** The administration of dues deductions for qualified professional/trade associations must be done on authorization forms approved by the official in charge of each payroll system.

**11—44.4(70A) Deduction limits and frequency.** Authorized deductions must be at least \$1. All payroll deductions must be made in equal amounts on a monthly basis, or be made on a basis compatible with the payroll system. Deductions cannot be made for any purpose other than for the payment of dues.

**11—44.5(70A) Distribution of literature.** The state of Iowa will not distribute literature soliciting for a dues payment payroll deduction or any other matter with payroll materials.

**11—44.6(70A) Number of contributions.** Each payroll system must allow each employee the opportunity to make a combination of insurance/professional/trade dues deductions to as many as five companies, but no more.

**11—44.7(70A) Cash contributions.** No cash contributions will be accepted or administered through the payroll process or system.

**11—44.8(70A) Terminations.** An employee wishing to terminate the deduction shall be required to give 30 days' notice in writing to the appointing authority of the department in which the employee works.

**11—44.9(70A) Remittance.** The administrator of the payroll system must mail the monthly payment to each company within 20 working days after the last pay date of each calendar month. Support documentation is limited to a listing of employees and the amount deducted.

**11—44.10(70A) Solicitation prohibited.** Agency rules prohibiting solicitation on state property must be followed by all salespersons or agents.

**11—44.11(70A) Annual review of participating employees.** During September of each year, each participating association must supply officials in charge of each affected payroll system with a certified list of all state employees who have a professional/trade association dues deduction. The list must contain the same information required in rule 11—44.2(70A), as it will be used by the state to determine if the association continues to have 100 or more employees participating in the program.

If the minimum qualification is not being maintained, written notification will be provided to the association giving them 90 days to meet the minimum qualification. If, at the end of the 90-day period, the minimum qualification has not been attained, the dues deduction for all participating employees for that association will be terminated.

These rules are intended to implement Iowa Code section 70A.17A.

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